



REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

Date:	5/21/18	Interviewer:	Lafayette Baker	RFA #18-53
Name of Person(s) Requesting Assistance: [REDACTED]				
Contact Numbers (telephone, e-mail, etc.): [REDACTED]				
Status of Person(s) Interviewed (title, position, student status, etc.): Student				
Requested Assistance Pertaining To (name, position, policy, project, etc.): [REDACTED] (faculty)				

To the best of your knowledge, please fill out the following:

Interviewee Status: Male Female Administrator Faculty Staff Student
Concern Regarding: Male Female Administrator Faculty Staff Student

Category: (Please check at least one)

<input type="checkbox"/> Age	<input type="checkbox"/> Color	<input type="checkbox"/> Creed	<input checked="" type="checkbox"/> Disability
<input type="checkbox"/> Marital Status	<input type="checkbox"/> National Origin	<input type="checkbox"/> Race	<input type="checkbox"/> Religion
<input type="checkbox"/> Sex/Gender	<input type="checkbox"/> Sexual Harassment	<input type="checkbox"/> Sexual Orientation	<input type="checkbox"/> Employment
<input type="checkbox"/> Gender Identity or Expression			

Veteran Status
 Retaliation
 Genetic Information

Time Line			
Date	Item	Comments	
5/21/18	[REDACTED] emails SGS to set up an appointment	[REDACTED] explains they are having issues with their [REDACTED] professor complying with their disability accommodation in class.	
5/21/18	SGS emails [REDACTED]	SGS asks [REDACTED] to call EOO to schedule an appointment.	
5/21/18	[REDACTED] calls EOO	[REDACTED] speaks to LB and schedules an appointment with him for 5/22/18.	
5/22/18	LB meets with [REDACTED]	LB explains the EO Office Resolution processes, "Protocol," including differences between the informal resolution process and filing a formal discrimination complaint. LB also discusses the EO Office's limits on confidentiality (including the Public Records Act) and the prohibition against retaliation, as well as resources and reporting options. [REDACTED] indicated they did not want to file a formal complaint and that she wanted an informal resolution.	
		[REDACTED] explained that in their [REDACTED] course with, Professor [REDACTED] the first day of class, [REDACTED] talked to Professor [REDACTED] to arrange a	

		<p>time to meet to discuss the [REDACTED] accommodations. [REDACTED] asked Professor [REDACTED] if there was another time they could meet outside her scheduled office hours because [REDACTED] could not make it to Professor [REDACTED] scheduled office hours. Professor [REDACTED] told [REDACTED] no, and did not give [REDACTED] a reason as to why he could not arrange another time. [REDACTED] was upset that Professor [REDACTED] would not arrange another time to meet with them. [REDACTED] talked to Kim Thiessen, from DRS about their concerns with Professor [REDACTED]. Accommodations for the classes were eventually arranged through the DRS.</p> <p>5/16 [REDACTED] said they went to DRS to complete their 5/16 compensation assuagement for the class, and the assignment was not in the DRS. The professor told [REDACTED] they can complete assignment in his office. However, [REDACTED] would like to complete the assuagement in the DRS.</p> <p>[REDACTED] would like the EO Office to assist them with having their 5/16 compensation assignment in the DRS, and ensuring their 5/30 Exam 3 is placed in the DRS, and their final exam is placed in the DRS.</p>
5/24 /18	LB and SGS called Kim Thiessen	LB and SGS explained [REDACTED] situations to Kim. Kim said she will contact the professor, and work on getting [REDACTED] accommodation concerns resolved.
5/25/18	LB called [REDACTED]	LB explained to [REDACTED] that SGS and LB called Kim Thiessen and informed Kim about [REDACTED] concerns with Professor [REDACTED]. Kim indicated that she would contact Professor [REDACTED], and work on arranging [REDACTED] accommodations for their last three assignments. LB recommended that [REDACTED] call Kim Tuesday to set up an appointment. [REDACTED] thanked LB for his assistance, and indicated that they are comfortable with the next step of calling Kim Thiessen. LB told [REDACTED] to call him if they need in further assistance.